**Tutorial 2 Microsoft word**

**Computer Systems**

•Includes computer hardware and software

1. **Hardware** refers to the physical components of a computer
2. **Software** refers to the intangible components of a computer system, particularly the **programs**, or lists of instructions, the computer needs to perform a specific task

•The design and construction of the hardware of a particular computer is referred to as its **architecture** or **configuration**

**Question 1 :**

Open Microsoft word and type this text with the same properties:

1. Title🡪 blue color , bold, size: 16, font: Calibri
2. Text🡪 black color, size : 12 font: Calibri with numbered and bulleted list as showed in the text.
3. Insert a picture (with blue frame) of a computer from the clipart
4. Insert a header and type into your name, group and student number
5. Insert a footer with the page number
6. Insert a table with 2 rows and 3 columns
7. Insert a circle change color to green and type into it two types of computers from shapes and any chart from smart art as you like and type into it three types of storage media.